**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_**

# **Software Orientation**

## Where are most of PowerPoint’s basic text formatting tools found? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## What are the two groups of text formatting tools on the Ribbon?

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Formatting Characters**

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: refers to the appearance of text or objects on a slide.

## Most of PowerPoint’s tools are devoted to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the various parts of your slides.

## All PowerPoint presentations are formatted with specific fonts, font sizes, and font attributes such as style and color.

## Which tool can save you time by allowing you to copy formats from selected text to other text items? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Choosing Fonts and Font Sizes**

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ : (sometimes called typefaces) are sets of characters, numbers, and symbols in a specific style or design.

## When can you change the font and font size of your slides? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: a set of formatting specifications, including the colors, fonts, graphic effects, and slide layouts available.

## Do blank presentations have a theme? YES NO (Circle one)

## To return to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_fonts provided by the theme, select a font from the Theme Fonts section of the Font drop-down list.

## If you choose anything other than a theme font, applying a different theme will have no effect on that text, because manually applied fonts take \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_over theme fonts.

# **Using AutoFit to Change Text Size**

## By default, text in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_boxes on a slide layout are set to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, so that if you type more text into them than will fit, the text automatically gets smaller so that it will fit into the placeholder box.

## If you then delete some of the text so that there is more room available, the text once again enlarges, up to its default size.

## You can change the AutoFit setting for a text box or placeholder as needed.

# **Applying Font Styles and Effects**

## Text on a PowerPoint slide can be boldfaced or italicized (called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_), underlined, or formatted with other attributes such as strikethrough or shadow (called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*)*.

## Use font styles and effects to emphasize text on a slide. Besides the standard font styles—bold, italic, and underline—PowerPoint provides a variety of special effects such as strikethrough and small caps.

## You can also adjust character \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to give your text a special look.

## To access more font effects, click the Font group’s dialog box launcher to open the Font dialog box.

# **Changing Font Color**

## An easy way to change text appearance is to modify its \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## Use the Font Color button in the Font group to access a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of colors you can apply to selected text.

## PowerPoint provides an almost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_selection of colors that can be applied to fonts.

## You can select any color for your text, but it is usually best to use one of the colors provided by the presentation’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## Each PowerPoint theme includes a set of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_colors, which appear in the color palette when you click the Font Color button.

## By selecting one of the theme’s colors, you can be sure that all the font colors in your slides will look well together on the screen, making them \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to read.

## If you want to use a color that is not included in the theme, select one of the Standard Colors at the bottom of the color palette or click \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to open the Colors dialog box. In the Colors dialog box, you can choose from dozens of standard colors or create a custom color.

# **Copying Character Formats with the Format Painter**

## As you format text in your presentations, you will want to keep similar types of text formatted the same way.

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: a tool that copies formatting from one block of text to another. Makes it easy to apply the same formatting to multiple blocks of text, no matter where they are in the presentation.

## If you want to copy a format only once, simply click the button. To copy a format multiple times, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the button, and the feature will stay on until you turn it off.

## Format Painter reduces your workload and ensures \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## The Format Painter can copy not only character formats but paragraph formats such as alignments and line spacing. You learn about paragraph formats in the next section.

# **Formatting Paragraphs**

## You can change the look of paragraph text by modifying \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or line spacing.

## When you apply formatting to a paragraph, all the text within that paragraph receives the same formatting.

# **Aligning Paragraphs**

## What is the default alignment for PowerPoint? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## To apply paragraph formats, do you have to select the entire paragraph? YES NO

## When you begin a new paragraph by pressing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ after an existing paragraph, the new paragraph keeps the same alignment and formatting as the paragraph above it.

## PowerPoint provides four paragraph alignment options:

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_aligns the paragraph at the left edge of the object in which the text resides.

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_aligns the paragraph in the center of the object.

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_aligns the paragraph at the right edge.

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_aligns text to both the left and right margins to distribute the paragraph of text evenly across the width of the object, if ­possible.

## PowerPoint justifies text by adding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_between words and characters. The final line of a justified paragraph is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, so if the paragraph occupies only one line, it will appear left-aligned.

# **Setting Line Spacing**

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: allows more or less room between lines of a paragraph, and also between paragraphs. Changes can help you display text more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or fit more text on a slide.

## What is the default paragraph and line spacing? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Use the Line Spacing button to adjust the spacing to 1.0, 1.5, 2.0, 2.5, or 3.0.

## You also can use the Line Spacing Options command to display the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dialog box to fine-tune the spacing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ each paragraph.

## The Line Spacing drop-down list in the Paragraph dialog box enables you to select from these settings:

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**:** Sets the spacing to what single spacing would be for the font size in use. The actual amount changes depending on the largest font size used in that paragraph.

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**:** Sets the spacing halfway between single spacing and double spacing.

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**:** Sets the spacing to what double spacing would be for the font size in use.

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**:** Sets the spacing to a precise number of points. If you change the font size(s) in use, this value does not change.

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**:** Enables you to specify a multiplier for spacing. For example, you might enter 1.25 for spacing halfway between single-spacing and 1.5 Lines spacing.

# **Setting Indentation**

## Indentation controls the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ spacing of a paragraph, much as line spacing controls its \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ spacing. Indentation determines how far from the text box’s left and right margins the text appears.

## By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ bulleted paragraphs in the outline level you can indirectly control their indentation.

## You can also directly change paragraphs’ indentations via the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dialog box without altering their outline level.

## This is useful when you want to change how a paragraph is formatted without changing its \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the presentation’s message.

## Indentation Settings:

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: applies to all lines in the paragraph.

## A specialty setting that varies according to the paragraph type:

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**:** A reverse indent. The first line is reverse-indented by the specified amount. In other words, the first line has a lesser indent than the other lines, so it hangs off into the left margin.

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**:** A standard first-line indent. The first line is indented an extra amount on top of what is specified for the Before Text indentation setting.

## **(**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**):** This setting removes any special indents for the first line.

# **Working with Lists**

## Lists make the information on slides easy to read and remember.

## Two types of Lists: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Creating Numbered Lists**

## PowerPoint enables you to create \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***lists*** to place a list of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ information in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ order.

## Used for procedural steps, action items, and other information where the order in which the items appear is significant.

## How do you continue a numbered list automatically? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## How do you turn off numbering? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## By default, PowerPoint numbers items using numerals followed by periods. To change the numbering format, click the Numbering button’s drop-down arrow and select a new format from the gallery.

## Click Bullets and Numbering on the gallery to display the Bullets and Numbering dialog box. You can use this dialog box to choose what number to start the list with, change the size of the numbers, or change their color.

# **Working with Bulleted Lists**

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ : small dots, arrows, circles, diamonds, or other graphics that appear before a short phrase or word.

## A ***bulleted list*** is a set of paragraphs (two or more) that each start with a bullet symbol. Bulleted listsare the most popular way to present items on PowerPoint presentations. Most of PowerPoint’s text placeholders automatically format text as a bulleted list.

# **Inserting and Formatting WordArt**

## The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature allows you to use text to create a graphic object.

## PowerPoint’s WordArt feature can change standard text into \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, eye-catching graphics.

## Use WordArt’s formatting options to change the WordArt fill or outline color or apply special effects.

## You can also apply WordArt styles to any slide text to give it special \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## After you have inserted the WordArt graphic, you can format it in a number of ways.

## Change the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ fill or the outline,

## Apply a number of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ special effects.

## When can you modify the text of the graphic? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Click the graphic to open the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, just as when editing a slide’s title or body text, and then edit the text as desired.

# **Formatting a WordArt Graphic**

## Use the tools on one of PowerPoint’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tabs, the Drawing Tools Format tab.

# **Changing the WordArt Fill Color**

## The WordArt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the color you see \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the WordArt characters.

## You can change the fill color by using the color \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the current \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or any other available color.

## You can also apply a special effect fill to WordArt such as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, gradient, or pattern.

## One way to fine-tune the graphic you have inserted is to change the fill color of the WordArt object.

## You can use any of the colors on the Theme Colors palette to make sure the object \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with other items in the presentation.

## You can also choose from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Colors palette or select another color from the Colors dialog box.

## To access these colors, click More Fill Colors on the palette to open the Colors dialog box. You can “\_\_\_\_\_\_\_\_\_\_” your own colors on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab or click the Standard tab to choose from a palette of colors.

# **Applying a Texture Fill to WordArt**

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: Graphics that repeat to fill an object with a surface that resembles a familiar material, such as straw, marble, paper, or wood.

## The texture graphics are specially designed so that the left edge blends in with the right edge (and the top edge with the bottom edge), so that when you place copies side by side, it looks like one \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ surface.

# **Changing the WordArt Outline Color**

## Most WordArt styles include a colored \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ around the edges of the WordArt characters.

## You have the same color options as for changing a fill color.

## The Text Outline Theme Colors palette also allows you to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the outline, change its \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or apply a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ style to the outline.

# **Applying Special Effects to WordArt**

## Name 3 types of special effects. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## WordArt special effects provide a way to spice up an ordinary slide.

## Should you use WordArt special effects on all slides? YES NO

## What 2 things should you consider when adding special effects?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Formatting Text with WordArt Styles**

## You can apply WordArt styles to \_\_\_\_\_\_\_\_\_\_\_\_\_ text in a slide. Applying WordArt styles to regular text in a presentation is an additional way to format the text to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the presentation.

## You can use the same features you used to format the WordArt graphic to format a title or bulleted text: Text Fill, Text Outline, and Text Effects.

# **Creating and Formatting Text Boxes**

## PowerPoint layouts are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## If you need to insert text in a location for which there is no default placeholder, use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. These are free-floating box into which you can type text.

## You can use text boxes as containers for extra text that is not part of a placeholder. A text box can hold a few words, an entire paragraph of text, or even several paragraphs of text.

## Where can text boxes be positioned on a slide? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Adding a Text Box to a Slide**

## You have two options when creating a text box.

## If you click the slide with the text box \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you create a text box in which text will not wrap. As you enter text, the text box \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to accommodate the text.

## If you want to create a text box that will contain the text in a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ area, with text \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from line to line, you draw a desired width with the text box pointer. When text reaches that border, it wraps to the next line.

# **Resizing a Text Box**

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can be resized to make room for the addition of other text boxes or objects or to rearrange a text box’s contents.

# **Formatting a Text Box**

## You can apply many different types of formatting to text boxes to make them more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## Name three types of formatting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Applying a Quick Style to a Text Box**

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ : allow you to quickly format any text box or placeholder with a combination of fill, border, and effect formats to make the object stand out on the slide.

# **Applying Fill and Border Formatting to a Text Box**

## If you want more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ over formatting applied to a text box, you can use the Shape Fill and Shape Outline tools to set the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a text box on your own.

# **Applying Special Fills to a Text Box**

## You are not limited to plain solid colors for text box fills. You can fill using \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, patterns, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to create interesting special effects.

# **Apply Picture and Gradient Fills to a Text Box**

## Gradient fills can be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

## Which dialog box do you use to select colors? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the dialog box can be adjusted to create multi-point gradient effects in which you choose exactly which colors appear and in what proportions.

## You can also adjust the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the gradient at various points in the fill.

# **Applying Texture and Pattern Fills**

## Texture and pattern fills are alternatives to plain colored fills. As you learned earlier in the lesson, a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ fill \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a small graphic to fill the area; texture graphics are specially designed so that the edges \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ together and it looks like a single graphic.

## Texture graphics usually \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ some type of textured material like wood, marble, or fabric. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ fill is a repeating pattern that consists of a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ color and a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ color, like the pattern on a checked table cloth or a pinstripe suit.

# **Changing Text Box Shape and Applying Effects**

## You can apply the same special effects to text boxes as you can to WordArt, drawn shapes, and other objects.

## These special effects include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, glow, 3-D effects, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, soft edges, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## You can also modify the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of a text box, using any of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of preset shapes that PowerPoint offers.

# **Changing the Default Formatting for New Text Boxes**

## If you are going to create lots of text boxes in a presentation, there are ways you can save time in formatting them.

## One way is to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the default for new text boxes to match your desired settings.

# **Working with Text in a Text Box**

## Name four ways you can format text within a text box:

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Aligning Text in a Text Box**

## This is done the same way as for a regular placeholder.

# **Orienting Text in a Text Box**

## You can change the text direction in a text box so that text runs from bottom to top or stacks one letter atop the other.

## This can make text in the text box more visually interesting. You can also change orientation by rotating the text box itself.

## Orienting text boxes can be a design \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for your slides. For example, you might create a text box that includes your company name in it.

## Instead of drawing the text box \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the slide, draw it so it is taller than wide and then choose one of the Text Direction button options to change text orientation.

# **Setting the Margins in a Text Box**

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ control the distance between the text and the outer border of the text box.

## You might want to do this if your slide design needs to have text align with other items placed on the slide.

## If you have chosen to format a text box or placeholder with a fill, increasing margins can also prevent the text from appearing to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the edges of the text box.

# **Changing the Text Wrap Setting for a Text Box**

## Depending on the type of text box and the way it was created, it may or may not be set to wrap the text automatically to the next line when the right margin is reached.

# **Setting Up Columns in a Text Box**

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are used to present information you want to set up in lists across the slide but do not want to place in PowerPoint \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## As you enter text or other items into a column, PowerPoint fills up the first column and then wraps text to the next column. Viewers of your presentation may have an easier time reading and remembering lists formatted into multiple columns.

## Where are the 3 placed you can create columns? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

# **Aligning Text Boxes on a Slide**

## You can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the text box itself with other objects on the slide, including other text boxes.

## Doing so ensures that the items on a slide align \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with one another when it is appropriate for them to do so.

## For example, you might have two text boxes side by side, and top-aligning them with one another ensures that the slide's overall appearance is balanced.

# **Checking Spelling**

## The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature in PowerPoint compares each word in the presentation to its built-in and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dictionaries, and flags any words that it does not find, plus any instances of repeated words, such as *the the*.

## You can then evaluate the found words and decide how to proceed with each one. Misspelled words appear with a wavy red underline in the presentation, and you can deal with each one individually by right-clicking it.

## Alternately you can open the Spelling dialog box and work through all the possible misspellings at once.

## Use caution with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ button, because it may make changes you do not intend. For example, if you correct all instances at once where you have typed *pian* instead of *pain*, it will also change all instances of *piano* to *paino*.

# **Using the Thesaurus**

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: a reference book or utility that offers suggestions for words that are similar in meaning to the word you are looking up (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) or that are opposite in meaning (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

## PowerPoint includes a built-in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.